Upper Room Ministry Manager invitation instructions.doc

Detailed step-by-step, click-by-click, instructions for accepting the Upper Room Ministry Manager Invitation and building your personal profile.

Click on the "Accept Invitation" button.

Enter First Name.

Enter Last Name.

Enter Password. (minimum 8 characters)

Enter Confirm Password.

Check the Consent Box. "I give consent for the Upper Room to collect the above personal information to update my account."

Click on the "Create Your Account" button.

You should be redirected to the Upper Room Ministry Manager HOME page.

Click on "My Account" button (Upper Right of Home Page)

Enter Address

MUST Enter at least 1 phone number HOME, CELL, WORK

Enter Date of Birth

Enter Gender

Enter Name Tag Name

Check Music Box if applicable

Check Team Mentor if applicable

Check "I Am Clergy" box IF you are Clergy

Enter Occupation, if Retired enter "Retired - (previous occupation)"

Save

Sign Out

Once you have completed updating your profile please contact me (email or phone) and I can update your role and permission to a "Community Member".

Then you should be able to navigate around in the MM database and see some of the capabilities.

**If you do not wish to be an active member in the Fox Valley Walk to Emmaus Ministry Manager database? Please contact me!**

**Any questions or issues please contact me!**

**(608) 628-1804**

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Thank-you

Blessings & Be Love

Your brother in Christ,

Scott